

DEPUTY CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO), the incumbent assists in the administration and direction of all Information Technology programs and policies for Westchester County. This includes systems development, telecommunications, networking, desktop technology, hardware, software, project management, vendor relationships, etc. Responsibility also involves the countywide procurement approval of information technology hardware and software through the Bureau of Purchase and Supply. Consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Chief Information Officer. In the absence of the CIO, the Deputy assumes full departmental responsibility. Supervision is exercised over a large number of administrative, professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Chief Information Officer in his/her absence and represents him/her in an official capacity, as required, on all departmental matters and at local, state and professional meetings;

Assists the Chief Information Officer in the administration, implementation and direction of all Information Technology programs and policies for Westchester County;

Advises and assists the CIO in the formulation of departmental policies, strategic plans, and programs;

Establishes and implements policies and procedures to ensure effective and efficient project management and management of vendor relationships in order to meet departmental goals and objectives for improving and increasing utilization of automated systems in all county departments;

Consults with and directs top managerial staff regarding administrative functions such as budgeting, financial processing and oversight, project management, personnel administration, etc.;

Assists in preparing and reviewing the annual capital and operating budgets, supportive documentation, program objectives and financial records;

Coordinates and assists with the recruitment, placement and training of personnel;

Supervises and coordinates the day-to-day operations of the Department of Information Technology;

Reviews programs and activities, identifies and prioritizes automation requests, and evaluates their administration, objectives, effectiveness, efficiency, and suitability to current conditions;

Reviews and approves the County-wide procurement of information technology hardware and software through the Bureau of Purchase and Supply;

Directs and coordinates special projects and programs as assigned by the CIO;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Consults with department heads or their representatives to develop multiple year work plans for the use of information technology;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of information and communication technology concepts including enterprise wide networking, distributed systems, relational database technology, open systems, local/wide area networking, desktop computing, server and client operating systems, and telecommunications; thorough knowledge of the principles and practices of public administration and management; thorough knowledge of the principles and methods of project management and contract management; thorough knowledge of the goals, objectives, policies and procedures of the department; thorough knowledge of the principles of administrative supervision; good knowledge of administrative control processes associated with budget and purchasing; skill in the use of computer applications such as spreadsheets, word processing, e-mail and database software; ability to plan, coordinate, supervise and evaluate the work of others including subordinate managers, supervisors and team leaders; ability to communicate effectively, both orally and in writing; ability to identify, evaluate and convey requirements, designs and operations of application software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; flexibility; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and eight years of recent information technology management experience (within the last 10 years), four years of which must have included project management and supervision of subordinate design and development staff.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.